



HM Prison & Probation Service

Job Description (JD)

Band 7

Group Profile – Senior Chaplain (SC)

Job Description – SC: Managing Chaplain

Document Ref.	OR-JES-424-JD-B7: SC: Managing Chaplain v12.0
Document Type	Management
Version	12.0
Classification	Official
Date of Issue	17/04/2025
Status	Baselined
Produced by	Job Evaluation Assurance and Support Team
Authorised by	Reward Team
JD Evidence	

Job Description

Job Title	SC: Managing Chaplain
Group Profile	Managing Chaplain
Organisation Level	Functional Management
Band	7

Overview of the job	<p>This is a management job which provides leadership and facilitates/enables religious and pastoral care to prisoners and staff within an establishment.</p> <p>All staff have a responsibility to safeguard and promote the welfare of children. The post holder must undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.</p>
Summary	<p>This is a non-operational job with line management responsibilities for leading and managing a multi-faith and belief chaplaincy team. Although a managerial role rather than being faith or belief specific, post holders must be endorsed by the respective HMPPS Faith and Belief Adviser.</p> <p>The job holder will provide for the religious and pastoral care of prisoners and staff in their own faith or belief tradition, and appropriate pastoral care for all irrespective of faith/belief tradition or of none.</p> <p>The job holder will work with colleagues to ensure the delivery of PSI 05/2016 Faith and Pastoral Care for Prisoners or its successor policy framework document and also the broader work of chaplaincy in delivering faith and non-faith based courses. The job holder will contribute to the process by which the Governor and Head of Chaplaincy/Profession at headquarters are assured that these policies are being delivered.</p> <p>Responsible for leading on developing relationships with various support and volunteer groups and, where appropriate, act as Official Prison Visitor Liaison Officer.</p> <p>Takes responsibility for one's own spiritual health and development, allowing time for private prayer/reflection, study and retreat.</p>
Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <p>Team and Personal Management</p> <ul style="list-style-type: none"> Responsible for leading and managing a multi-faith and belief chaplaincy team, ensuring chaplains are available and accessible to prisoners, the effective administration of chaplaincy, including prisoner lists for events, records updated etc and promotes HMPPS policy in all activities and behaviours; e.g. diversity, decency, safety and reducing re-offending agendas. Responsible for ensuring prisoners' complaints (including those involving litigation claims) relevant to the Chaplaincy team, have been dealt with in accordance with policy. Carries out investigations and administration in relation to incidents of potential discrimination and reports on findings. Ensure chaplains and volunteers are receiving necessary training, development opportunities, mentoring and personal support including after incidents as well as for volunteers and nurturing them in their contribution.

- Accountable for the performance of the Chaplaincy team and the staff within it. Manages the achievement of qualitative and quantitative standards within the function, verifying and signing off documentation as appropriate. Analyse and act upon data relevant to Chaplaincy. Attends relevant boards/meetings and actively contribute either as chair or team member, produces relevant reports as required and ensures all correspondence is replied to within agreed timescales.

Pastoral Care & Worship/Meditation

- Provide pastoral care and seek to ensure spiritual welfare of prisoners and all staff, including acquiring and distributing appropriate faith/belief literature, supplies and materials. With responsibility for arranging and leading worship/meditation for own faith/belief community, plan, organise hospital visits, weddings, funerals, memorial services, where appropriate. Assist with offenders on release into the community, those serving community sentences or other HMPPS funded community initiatives by agreement.
- Provide expert faith/belief advice within establishment and be responsible for supporting it in ensuring faith/belief groups observe their religious holy days and festivals and for planning and leading workshops and prayer/faith specific meetings.
- Responsible for ensuring and delivering awareness programmes for prisoners, including bereavement programmes and lifer programmes, as applicable, and local faith/belief awareness training for staff.

Stakeholder Relationships & Management

- Work closely with Safer Custody to ensure issues such as deaths in custody procedures, Assessment Care in Custody Teamwork (ACCT) and Violence Reduction are delivered in-line with HMPPS standards. Ensuring, and contributing to, supporting prisoners in dealing with bereavement by liaising with families/prisoners and other third parties; e.g. hospitals, Coroners' offices.
- Responsible for ensuring the involvement of the Chaplaincy team in resettlement issues as appropriate and engage and build contacts with own faith/belief community towards aiding the resettlement of prisoners and for the contact strategy with outside faith/belief-based agencies to help with the resettlement of prisoners.

Resource & Financial Management

- Contribute to the establishment's overall achievement of standards and be accountable for the performance and delivery of targets relating to the budget and People Plan. Responsible for leading the development of local policy, procedures and practice and the implementation of national policy for chaplaincy services. Ensures that current Chaplaincy practice is in line with policy (both national and local). Contributes to the development and delivery of the medium-to-long term strategic and business plan for the establishment, with overall responsibility for implementation within their function. Ensure all risk assessments are undertaken and staff are made aware of their personal responsibility towards health and safety compliance.
- Responsible for ensuring relevant actions arising from Standard Audit, Her Majesty's Inspectorate of Prisons (HMIP) Action Plans, Quality, Assurance and Development (QuAD) reports, Managing Quality of Prison Life (MQPL) surveys including local self-audit action plans and Resettlement strategies are delivered.

The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.

An ability to fulfil all spoken aspects of the role with confidence through the medium

	of English or (where specified in Wales) Welsh.
--	-------------------------------------------------

Behaviours	<ul style="list-style-type: none"> Communicating and Influencing Managing a Quality Service Making Effective Decisions Leadership Working Together
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	<p>Must complete specific training to hold the qualifications required for area of specialism outlined on the relevant job description.</p> <p><u>Faith/Belief Eligibility Requirements (January 2022) See full list on Group Profile</u></p> <ul style="list-style-type: none"> Anglican Ordained Bishop, Priest, Deacon, Religious Brother/Sister, Church Army Evangelist, Reader (as set out in Canon E4 of the Canons of the Church of England or direct equivalent in other Anglican provinces) Bahai Buddhist Christian Chaplain – Ordained Priest or Free Church equivalent Christian Ordained Deacon Religious Brother Sister Lay Person Christian Science Church of Jesus Christ of Latter-Day Saints Free Church Non Ordained Deacon or Lay Person Free Church Ordained Hindu Humanist Jain Jehovah's Witness Jewish Muslim Orthodox Pagan Quaker Rastafari Roman Catholic Ordained Priest Deacon Brother Sister Lay Person Roman Catholic Ordained Priest Sikh Spiritualist Zoroastrian <p>Will have proven experience and skills in pastoral care and pastoral leadership, including crisis events.</p>
Technical Requirements	<ul style="list-style-type: none"> Must complete specific training to hold the qualifications required for area of specialism outlined on the relevant job description. Must be suitably qualified and have a formal recognised qualification in theology or religious study and be experienced such that the job holder will have received formal endorsements (where relevant) from the faith/belief community to which they belong.
Ability	

Minimum Eligibility	<ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to six months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
----------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Hours of Work (Unsocial Hours) Allowances	<p>37 hour working week.</p> <p>Required Hours Allowance will be confirmed by the Recruiting Manager and only paid where applicable.</p> <p>Required Hours Allowance: this role requires working regular unsocial hours and a payment at the current approved organisation rate will be made in addition to your basic pay to recognise this. Unsocial hours are those hours outside 0700 - 1900hrs Monday to Friday and include working evenings, nights, weekends and Bank/Public holidays.</p>
----------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------